



**Horsham  
District  
Council**

# **Annual Equality Report**

**April 2022 to March 2023**

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## Introduction

Welcome to Horsham District Council's Equality Report.

This document contains information about our workforce profile, various employee related data and the diversity of job applicants in 2022/23. This data will assist in shaping reviews of the council's workforce planning and in assuring fair treatment for all our workers.

The council is an equal opportunities employer and aims to reflect the profile of its residents in its workforce, in line with the latest [Census data 2021](#).

The council's [Equality Objectives](#) and actions are referenced to the current [Council Plan 2023-2027](#), that identifies key priorities under four broad headings, covering our economic, environmental, social and organisational responsibilities.

## The Equality Act 2010

The Equality Act 2010 combined all previous equality legislation. This has made the law surrounding equality issues much easier to understand, reinforcing the rights for those protected by the Act, now referred to as "protected characteristics", set out below:

- Age
- Race
- Disability
- Sex
- Gender reassignment
- Sexual orientation
- Religion or belief (or lack of religion or belief)
- Pregnancy and maternity
- Marital status

## Public Sector Equality Duty Review

The Public Sector Equality Duty (PSED) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.

## Conclusion

We are proud of our commitment around equality and will continue to ensure that all our residents can access all our services, and for our workers from a diverse background to feel they can be themselves and fulfil their potential without barriers.

The following appendices outline the data that Horsham District Council is obliged to publish under equality legislation. We have reported on statutorily required statistics around ethnicity, disability, and gender. We have also included data on age for our workforce and for job applicants.

We are not similarly reporting in all detail on sexual orientation, religion or belief and other characteristics, as numbers are either very small or less appropriate for the context of this report.

### Classification of staff

Due to relatively low numbers of people from ethnic minorities or with a mixed ethnic background living in Horsham District and working for Horsham District Council, we have summarised our staff into five groups, shown below.

Group	Ethnicity
White	British, Irish, Any other White Background
Mixed ethnic background	White and Black Caribbean, White and Black African, White and Asian, Any other mixed background
Asian or Asian British	Indian, Pakistani, Bangladeshi, Any other Asian background
Black or Black British	Caribbean, African, Any other black background
Chinese or Other Ethnic Group	Chinese, Any other ethnic group
Not known or stated	Not known or stated

## Appendix A – Staff breakdown by Equality Strands

Table A1 – Numbers of staff in each ethnic group

	Up to £25k	£25k- £30k	£30k- £35k	£35k- £40k	£40k- £45k	£45k- £50k	£50k- £60k	£60k- £70k	£70k- £80k	£80k- £90k	Over £90k	<b>Total</b>
White	81	115	56	50	34	28	14	9	1		4	<b>392</b>
Mixed ethnic background	1	3	4				1					<b>9</b>
Asian or Asian British	1		1	1		2						<b>5</b>
Black or Black British	1	1										<b>2</b>
Chinese or Other Ethnic Group					1							<b>1</b>
Not known or stated	9	8	3	4	2	1	2	1	1			<b>31</b>
<b>Total</b>	<b>93</b>	<b>127</b>	<b>64</b>	<b>55</b>	<b>37</b>	<b>31</b>	<b>17</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>440</b>

We employ 440 staff, of which 17 classified themselves as people from an ethnic minority background or people with a mixed ethnic background. That figure is too small to draw any meaningful conclusions other than that the Council has a less than proportionate representation (around 4.2%) of staff from an ethnic minority/ mixed ethnic background, albeit not significantly less, compared to the local population (which shows around 6.3% of the population being from an ethnic minority/ mixed ethnic background).

The employment figure is in line with previous years, but the local ethnic minority/ mixed ethnic population has increased since the previous Census, leading to a current underrepresentation.

**Table A2 – Disabled staff numbers by salary bands**

<b>Salary</b>	<b>Non-Disabled</b>	<b>Disabled</b>	<b>Total</b>
Up to £25k	86	7	<b>93</b>
£25k-£30k	119	8	<b>127</b>
£30k-£35k	60	4	<b>64</b>
£35k-£40k	49	6	<b>55</b>
£40k-£45k	33	4	<b>37</b>
£45k-£50k	29	2	<b>31</b>
£50k-£60k	16	1	<b>17</b>
£60k-£70k	10		<b>10</b>
£70k-£80k	2		<b>2</b>
£80k-£90k			<b>0</b>
Over 90k	4		<b>4</b>
	<b>408</b>	<b>32</b>	<b>440</b>

The Equality Act 2010 definition for disability is a person “who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities”.

The number of our staff identifying as disabled are 32, which is 7.3% of the workforce. That is fewer than in the last three years, where that figure was 36 staff (8.2%), 49 staff (9.6%) and 39 staff (8.8%) respectively. A reason for that is the disproportionate number of disabled staff leaving the council (10% of all leavers), which seems to be a post-pandemic trend more generally.

That figure of 7.3% is higher than what is reported for the Local Government sector overall, but lower than the local population of just under 15% overall (however, there is no local data on disability just for people of working age, which is likely to be lower). The salary ranges for non-disabled and disabled staff are broadly in line with the overall percentage of disabled workers; the top four tiers have no disabled staff representation, but the overall number of staff in those ranges is too small to be conclusive.

**Table A3 – Illustrating the gender split across salary bands**

	Up to £25k	£25k- £30k	£30k- £35k	£35k- £40k	£40k- £45k	£45k- £50k	£50k- £60k	£60k- £70k	£70k- £80k	£80k- £90k	Over 90k	<b>Total</b>
Female	23	65	36	31	21	12	7	7	1		2	<b>205</b>
Male	70	62	28	24	16	19	10	3	1		2	<b>235</b>
<b>Total</b>	<b>93</b>	<b>127</b>	<b>64</b>	<b>55</b>	<b>37</b>	<b>31</b>	<b>17</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>440</b>
Female % of salary range	5.2	14.8	8.2	7.0	4.8	2.7	1.6	1.6	0.2		0.5	<b>46.6</b>
Male % of salary range	15.9	14.1	6.4	5.5	3.6	4.3	2.3	0.7	0.2		0.5	<b>53.4</b>

Men are significantly over-represented at salaries below £25K, due to a high number of male operational workers in that salary band, with the other salary bands being more even. Overall, the council has a mean gender pay gap of 14.6% and a median gender pay gap of 10.5%, both in favour of women, as reported in the council's annual [Gender Pay Gap report](#).

**Table A4 – Age profile of staff across salary bands**

£	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	TOTAL
Up to £25k	1	5	7	10	5	3	11	11	16	22	2	93
£25k-£30k		6	13	12	9	9	13	19	24	19	3	127
£30k-£35k			4	6	14	5	7	12	7	5	4	64
£35k-£40k				6	8	8	7	7	13	6		55
£40k-£45k			2	2	5	6	8	1	5	6	2	37
£45k-£50k				3	2	3		6	9	6	2	31
£50k-£60k					1	3	4	4	2	2	1	17
£60k-£70k					1	3	3		1	2		10
£70k-£80k							1				1	2
£80k-£90k												0
Over 90k							2		2			4
<b>TOTAL</b>	<b>1</b>	<b>11</b>	<b>26</b>	<b>39</b>	<b>45</b>	<b>40</b>	<b>56</b>	<b>60</b>	<b>79</b>	<b>68</b>	<b>15</b>	<b>440</b>

Just over half of all staff are aged 50 or over, which is broadly like previous years, with around 19% of staff who are at- or over- or will reach their state retirement age within seven years.



## Appendix B – Employee Relations Activity

	Grievance (total 0)	Disciplinary (total 10)
<b>Gender</b>	N/A	
Female		2
Male		8
Transgender		0
<b>Age</b>	N/A	
Under 31		3
31-40		3
41-50		2
51-60		1
61+		1
<b>Ethnicity</b>	N/A	
White		8
Mixed		0
Asian or Asian British		1
Black or Black British		0
Chinese or Other Ethnic Group		0
Not known or stated		1
<b>Disability</b>	N/A	1

There were no grievances, down from four the previous year. No particular observations can be drawn from the low number of disciplinarys, other than that males are overrepresented, which seems to be in line with overall trends in other sectors.

## Appendix C – Employee Statistics

### C1 – Analysis of Leavers

By Gender	Male	34
	Female	43
By Ethnicity	White	70
	Asian or Asian British	2
	Mixed	0
	Black or Black British	0
	Not stated	5
Disabled		8

77 staff (17.5%) left the Council’s employment, which is higher than in previous years (around 15%). The gender split of leavers is broadly proportionate with the workforce overall. Fewer staff from an ethnic minority/ mixed ethnic background left the council proportionately, but the figure is more than double for staff with a disability, which partly explains the drop in the numbers of disabled staff at the council, shown in Table A2, above.

**Table showing the age profiles of leavers**

<b>Under 20</b>	<b>20-24</b>	<b>25-29</b>	<b>30-34</b>	<b>35-39</b>	<b>40-44</b>	<b>45-49</b>	<b>50-54</b>	<b>55-59</b>	<b>60-64</b>	<b>65+</b>
0	4	10	6	7	6	4	7	12	6	15

Leavers are largely in proportion with the overall age profile of the workforce, albeit more pronounced in the under 30 years’ age bands. That is within expectations, as younger people are likely to move more frequently to building a career.

**C2 – Part time workers**

	No. of people	Full time equivalent posts
Total Employees	440	401.9
Part Time Female	84	53.2
Full Time Female	121	121
Part Time Male	21	13.7
Full Time Male	214	214

The number of male and female employees is very broadly the same. The number of female part-time employees is significantly higher than for men, which seem typical in organisations such as Local Government and also within the general workforce.

**C3 – Return to work of women on maternity leave/ shared leave**

Ending maternity in 2022/23	3
Did not return from maternity	
Returned from maternity	3
Remained full time	
Was Full Time - returned part time	1
Was Part Time - returned on further reduced hours	1
Was Part Time - returned on same hours	1

The numbers are too small to comment, other than that all women returned from maternity leave.

**C4 – Staff who changed grades**

	<b>Transfers</b>	<b>Regrade</b>
Number of grade changes	27	117
Male	13	94
Female	14	23
Disabled	0	9
BME background (non-white)	1	3

The number of transfers was largely proportionate, but males have benefited significantly more from regrades than females. This was due to the council deleting the lowest grade and moving staff to the next grade up, to assist with the rising cost of living and increasing National Living Wage (Foundation). Significantly more male than female staff had been on the lowest grade within the council’s operational services.

## Appendix D - Recruitment

The ethnicity, gender and disability status of applicants, people short listed and successful candidates.

**Table D1 – Details of Ethnicity for recruitment and selection**

Ethnicity	Applicants	% of Total Applicants	No. of Shortlisted Applicants	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Asian Background	57	7.7	11	3.8	3	3.2	5.3
Black Background	31	4.2	8	2.8	2	2.2	6.5
Mixed Background	24	3.2	3	1.1	3	3.2	12.5
White	615	83.1	260	90.6	84	90.3	13.6
Other	1	0.1	1	0.4	0	0.00	0.00
Not Specified	12	1.6	4	1.4	1	1.1	8.3
<b>Total</b>	<b>740</b>	<b>100</b>	<b>287</b>	<b>100</b>	<b>93</b>	<b>100</b>	

The success rate from application to appointment was higher for people with a mixed ethnic background and for White people, which is a change from last year where the success rate was largely proportionate for all ethnic groups. Overall, the number of applicants and appointees from all ethnic backgrounds was more than double than their proportion of the local population make up.

Table D2 – Details of Disability for recruitment and selection

Disability	Applicants	% of Total Applicants	No. Shortlisted Applicants <sup>of</sup>	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Yes	67	9.1	30	10.5	4	4.3	5.9
No	673	90.9	257	89.5	89	95.7	13.2
<b>Total</b>	<b>740</b>	<b>100</b>	<b>287</b>	<b>100</b>	<b>93</b>	<b>100</b>	

The number of disabled applicants is disproportionately lower than the number in the local population. The success rate was half that for non-disabled applicants, which is a reversal from the previous year where it was more than double.

Table D3 – Details of Gender for recruitment and selection

Gender	Applicants	% of Total Applicants	No. of Shortlisted Applicants	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Male	319	43.1	122	42.5	49	52.7	15.4
Female	414	55.9	162	56.5	43	46.2	10.4
Not Stated	7	1.0	3	1.0	1	1.1	14.3
<b>Total</b>	<b>740</b>	<b>100</b>	<b>287</b>	<b>100</b>	<b>93</b>	<b>100</b>	

More females than males applied for jobs at Horsham District Council. Males had a higher success rate in converting applications to appointments, reversing a trend of recent years where females had been more successful. This is likely due to more males applying and being successful for operational roles, which have a higher turnover.



**Table D4 - Age of Applicants for recruitment and selection**

Age	Applicants	% of Total Applicants	No. Shortlisted of Applicants	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Under 20	32	4.32	10	3.44	5	5.38	15.6
20-24	103	13.92	27	9.28	6	6.45	5.8
25-29	118	15.95	50	17.18	20	21.51	16.9
30-34	96	12.97	39	13.40	11	11.83	11.5
35-39	70	9.46	18	6.19	7	7.53	10.0
40-44	70	9.46	31	10.65	7	7.53	10.0
45-49	73	9.86	32	11.00	10	10.75	13.7
50-54	73	9.86	30	10.31	6	6.45	8.2
55-59	62	8.38	32	11.00	10	10.75	16.1
60-64	20	2.70	12	4.12	6	6.45	30.0
65+	11	1.49	4	1.37	2	2.15	18.2
Not Recorded	12	1.62	6	2.06	3	3.23	25.0
<b>Total</b>	<b>740</b>	<b>100</b>	<b>291</b>	<b>100</b>	<b>93</b>	<b>100</b>	

Very broadly, applicants from all age bands were similarly successful of being appointed, but workers 60 years of age and over were most successful proportionately.

**Table D5 – Details of Religion and Beliefs of applicants for recruitment and selection**

<b>Religion</b>	<b>Applicants</b>	<b>% of Total Applicants</b>	<b>Shortlisted</b>	<b>% of Total Shortlisted</b>	<b>Appointed</b>	<b>% of Total Appointed</b>	<b>Success Rate (% of Applicants Appointed)</b>
Christian	231	31.22	89	30.58	27	29.03	11.7
Buddhist	7	0.95	2	0.69	1	1.08	14.3
Hindu	16	2.16	5	1.72	0	0.00	0
Jewish	1	0.14	1	0.34	0	0.00	0
Muslim	20	2.70	3	1.03	0	0.00	0
Sikh	2	0.27	2	0.69	1	1.08	50.0
None	377	50.95	158	54.30	52	55.91	13.8
Prefer not to say	45	6.08	23	7.90	7	7.53	15.6
No Religion Stated	18	2.43	4	1.37	2	2.15	11.1
Other	23	3.11	4	1.37	3	3.23	13.0
<b>Total</b>	<b>740</b>	<b>100</b>	<b>291</b>	<b>100</b>	<b>93</b>	<b>100</b>	

The religion and belief profile of applicants seems similar to the national profile of a large number of Christians and non-believers and smaller numbers of applicants of other faiths. Apart from the two religious groups of Hindu and Muslims, the percentages of applicants applying for vacancies, being shortlisted, or appointed are largely proportionate, albeit figures are too small for the less represented faiths to draw a conclusion.

**Table D6 – Details of Sexual Orientation of applicants for recruitment and selection**

<b>Sexual Orientation</b>	<b>Applicants</b>	<b>% of Total Applicants</b>	<b>Shortlisted</b>	<b>% of Total Shortlisted</b>	<b>Appointed</b>	<b>% of Total Appointed</b>	<b>Success Rate (% of Applicants Appointed)</b>
Bisexual	36	4.86	7	2.41	1	1.08	2.8
Gay	14	1.89	4	1.37	3	3.23	21.4
Heterosexual	605	81.76	247	84.88	80	86.02	13.2
Lesbian	6	0.81	5	1.72	1	1.08	16.7
Prefer not to say	60	8.11	21	7.22	6	6.45	10.0
Not Stated	19	2.57	7	2.41	2	2.15	10.5
<b>Total</b>	<b>740</b>	<b>100</b>	<b>291</b>	<b>100</b>	<b>93</b>	<b>100</b>	

The number of applicants who have not identified as heterosexual or preferred not to say/ not stated, is too small to draw any inference.

## Appendix E – Training Statistics

The ethnicity and disability / ability status of workers who attended training:

### E1 – Details of BME groups attending training

Category	Number of staff	% of staff in category	Staff attending training	Number of Training Days	% of staff from each category attending training
White	392	89.09	23	559	87.07
Mixed	9	2.05	1	1	0.16
Asian or Asian British	6	1.36	0	0	0.00
Black or Black British	2	0.45	1	30	4.67
Not known or stated	31	7.05	2	52	8.10
<b>Total</b>	<b>440</b>	<b>100</b>	<b>27</b>	<b>642</b>	<b>100</b>

Training data refers to qualification courses or formal off-site courses only. With a low number of BME staff it is not reliable to draw a conclusion here. All workers have had very similar number of training hours via the e-learning suite, as set for their roles, and have had the same opportunities to access such training.

**E2 – Details of gender distribution of staff attending training**

<b>Gender</b>	<b>Number of staff</b>	<b>% of staff in each gender group</b>	<b>Staff attending training</b>	<b>Number of Training Days</b>	<b>% of staff from each category attending training</b>
<b>Female</b>	205	47%	12	357	56%
<b>Male</b>	235	53%	15	285	44%
<b>Total</b>	<b>440</b>	<b>100</b>	<b>27</b>	<b>642</b>	<b>100</b>

Workers from both genders have received the same qualification training opportunities, largely in proportion of the gender make up of all workers. However, female workers have had disproportionately more training days as male workers, which was due to more male workers being in roles that did not require qualification training.

### **Religion and Belief data**

We hold incomplete data for staff on religion and belief. Staff will be given the opportunity in 2023/24 to classify themselves through a new HR self-service system.

### **Sexual Orientation data**

We are not analysing data on sexual orientation, other than as set out in Table D6 – Details of Sexual Orientation of applicants for recruitment and selection.

### **Gender Reassignment data**

None of our staff underwent gender reassignment since 2016. We were aware and worked closely with two trans members of staff in earlier years.

Publications from the Government have indicated that data around religion and belief and sexual orientation should only be collected if the data will be used to make positive changes related to these protected characteristics, rather than collecting for the sake of quoting “compliance” with the Equality Act. At the current time we do not feel it is relevant and proportionate to do this and there are no indications from employee relations data that staff received unequal treatment related to their religion or sexual orientation.